

JOB DESCRIPTION

Post: Industry Engagement Consultant – Inclusive Learning & SEND

Responsible to: Industry Engagement Manager

Salary: Scale 7, Fixed Point 32 £31,906 Per Annum

Conditions of Service: Truro and Penwith College conditions of service

Main Purpose of Job: The Industry Engagement Consultant (IEC) plays a vital role in connecting Truro and Penwith College with Cornwall's diverse network of businesses and industries. The postholder will develop new employer relationships, manage existing partnerships, and act as the key point of contact for bespoke training, apprenticeships, and employer engagement activities.

A core focus of the IEC – Inclusive Learning and SEND role is to facilitate accessible work placements, industry talks, and networking events that promote equitable access and positive outcomes for cross-College learners with Education, Health and Care Plans (EHCPs), high needs or additional learning requirements.

The postholder will support learners with Education, Health and Care Plans (EHCPs) across all college programmes, with a particular focus on Pathways courses such as Personal and Professional Development (PPD), Young ESOL (English for Speakers of Other Languages) and Progression Pathways. They will work collaboratively with tutors and faculty teams to ensure that all employer engagement activities are tailored to each learner's aspirations, support needs and Preparing for Adulthood outcomes.

Specific Duties:

Champion Truro and Penwith College as the provider of choice for inclusive education and training, promoting a culture that values diversity, accessibility, and equal opportunity for all learners, especially those with SEND and high needs.

Act as a primary point of contact for employers regarding apprenticeships, work placements, and employer engagement, with a strong emphasis on promoting **Disability Confident** practices and supporting employers to implement **reasonable adjustments**.

Build and sustain meaningful partnerships with local businesses and organisations, advocating for inclusive recruitment and accessible work environments tailored to learners with additional learning needs.

Conduct Training Needs Analyses with employers to identify inclusive training and placement opportunities, ensuring alignment with the diverse profiles and support needs of learners.

Strategically plan external engagement using a **strengths-based approach**, prioritising opportunities that support learners with SEND in achieving positive employment outcomes.

Secure and manage apprenticeship and work placement opportunities that reflect both employer needs and the individual aspirations and support requirements of learners with high needs.

Collaborate with employers to co-design bespoke training and placement programmes that are inclusive, accessible, and aligned with the College's curriculum and learner goals. Increase learner participation in work placements and apprenticeships, ensuring that **Key Performance Indicators (KPIs)** reflect both business objectives and inclusive practice benchmarks.

Build strong, trusting relationships with learners by attending regular sessions, understanding their interests, aspirations, and support needs, and advocating for their success in the workplace.

Coordinate and oversee all aspects of work placements for FE students in assigned faculty areas, ensuring placements are **safe, accessible, and aligned with Preparing for Adulthood outcomes**.

Provide tailored guidance to students in preparing for placements, including interview preparation, travel planning, and understanding workplace expectations.

Monitor placement progress through regular site visits, with a focus on **accessibility, safeguarding, and the effectiveness of support arrangements**.

Act as a liaison between learners, employers, and guardians, resolving placement issues and ensuring that **reasonable adjustments** are implemented and reviewed as needed.

Arrange and support learner interviews with placement providers, ensuring that **communication needs, accessibility, and support plans** are in place.

Confirm placement logistics, including start dates, travel arrangements, and support plans, ensuring all parties are informed and prepared.

Support learners in documenting their placement experiences using Navigate and/or Evidence for Learning, with a focus on **reflecting on progress and identifying ongoing support needs**.

Work with tutors and faculty teams to support with finalising placements upon successful completion, ensuring that **inclusion goals and learner development outcomes** have been met.

Maintain regular communication with personal tutors and faculty teams, especially regarding learners with additional support needs, to ensure coordinated support.

Conduct formal reviews for students with mandatory placements, ensuring that **SEND-specific outcomes** are monitored and achieved.

Collect and analyse feedback from students and employers to evaluate the effectiveness and inclusivity of the placement programme.

Hold regular meetings with programme leads to review progress, identify inclusive opportunities, and address any further input required.

Conduct and maintain up-to-date Health & Safety checks for all placement providers, with a focus on **risk assessment for learners with additional needs**.

Generate regular reports on placement outcomes, highlighting successes, challenges, and areas for improvement in supporting learners with SEND.

Maintain accurate records of learner interests, support needs, employer engagement, and placement activity using CRM systems and college platforms.

Promote college provision to employers through targeted outreach, including visits, calls, and events, with a focus on inclusive employment practices.

Collaborate with the Marketing team to highlight inclusive success stories and promote the College's commitment to supporting learners with SEND.

Stay informed about local labour market trends, inclusive employer practices, and competitor activity to inform curriculum development and placement strategy.

Represent the College at careers and skills events, promoting inclusive opportunities and advocating for learners with additional learning needs.

General Requirements:

As a member of staff, the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed.

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with college procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of college equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General college developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

PERSON SPECIFICATION

Industry Engagement Consultant

Ideally, the person appointed will have the following skills and experience:

Essential:

Proven experience supporting learners with Special Educational Needs and Disabilities (SEND), high needs, or additional learning requirements, ideally within education, training, or employability settings.

Exceptional customer service skills and experience in a customer-facing role, with a commitment to inclusive and learner-centred practice.

Strong communication skills, with the ability to adapt messaging for diverse audiences including learners, employers, guardians, and educational professionals.

Proficient in written, oral, and presentation formats.

Demonstrated ability to build rapport and trust with learners, particularly those with complex needs, and to advocate effectively on their behalf.

High proficiency in Microsoft Excel, Outlook, and Word. Candidates may be asked to demonstrate competency during the selection process.

Knowledge of business support services and how they can be adapted to meet the needs of learners with SEND.

Passionate about inclusive education, lifelong learning, and improving outcomes for disadvantaged and neurodiverse learners.

Highly organised and flexible, with the ability to manage multiple priorities and meet deadlines in a dynamic environment.

Strong attention to detail and a commitment to delivering high-quality work.

Skilled in negotiation and influence, with sensitivity to the needs of learners and employers.

Confident and personable relationship builder, able to engage with a wide range of stakeholders.

Self-motivated and proactive, with the ability to identify opportunities and follow through independently or as part of a team.

Willingness to travel across Cornwall, with access to own transport and a full, clean driving licence.

Flexible approach to working hours and venues, responsive to learner and employer needs.

Competent in maintaining accurate records and using digital systems to track learner progress and employer engagement.

Understanding of current education and training funding streams, including High Needs, Apprenticeships, Adult Skills Fund, Skills Bootcamps, and T-Levels. Experience using databases, student record systems, placement management platforms, and Virtual Learning Environments (VLEs).

Holds one or more relevant qualifications, such as:

Level 4 Advice and Guidance

Level 3 Coaching

Level 4 Diploma in Career Information and Advice

Level 3 Health and Safety

Desirable:

Experience working across multiple industries and organisations in an education, training, or employability role.

Knowledge of SEND legislation, inclusive employment practices, and frameworks such as the SEND Code of Practice and Preparing for Adulthood outcomes.

Understanding of accessibility, reasonable adjustments, and employer responsibilities under the Equality Act 2010.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list, you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.

THE TRURO & PENWITH COLLEGE VISION

LOOK FURTHER REACH FURTHER GO FURTHER

OUR AMBITIONS

LOOK FURTHER

- **Aspiration:** Students gain the confidence and self-belief to set ambitious progression and career goals
- **Inspiration:** Students are inspired by interactions with staff, stakeholders and alumni

REACH FURTHER

- **Triumph:** Students exceed expectation and achieve their full potential
- **Talent:** Expert lecturers with a passion for teaching, learning and assessment
- **T&PC Magic:** exceptional facilities, enrichment and opportunities

GO FURTHER

- **Progression:** Students progress to competitive universities, apprenticeships and jobs that provide strong foundations for successful careers
- **Prosper:** Students develop the skills needed to flourish at university or in employment
- **Productivity:** Students gain the skills employers need, supporting the economy to thrive

OUR VALUES

Our values, chosen by staff and students, provide the foundations for a high-performing inclusive culture in which our ambitions can be realised.

WELLBEING

Looking after our own physical, social and emotional wellbeing; the most important foundation for a happy, healthy and prosperous future.

ENGAGEMENT

Taking full advantage of the opportunities available to us, both at college and beyond.

ASPIRATION

Wanting the best future for ourselves and having the self-belief that we can achieve it; looking beyond the horizon we may initially see.

RESPECT

Playing an active part in creating positive inclusive communities, where everyone is valued and respected.